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85-3161

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Additional Polygraph Division Space
Requirements

DDA SUBJECT FILE COPY

DDA SUBJECT FILE COPY

FROM:

Director of Security

EXTENSION

NO.

DATE

9 SEP 1985

TO: (Officer designation, room number, and
building)

DATE

RECEIVED

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INITIALSCOMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)1. DDA
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9 SEP 1985

MEMORANDUM FOR: Director of Logistics

VIA: Deputy Director for Administration

FROM: [REDACTED]
Director of SecuritySUBJECT: Additional Polygraph Division Space
Requirements [REDACTED]

1. The Office of Security has been directed to approximately double its polygraph capability as rapidly as possible. The Polygraph Division, now occupying some 7,100 square feet on the first floor of the Headquarters Building, needs some additional space for clerical personnel immediately. There is a critical need for space for more examination rooms and supervisory personnel by January 1986. The entire buildup of personnel is expected to be completed by December 1986. At that time, total space requirements will be more than twice the present size. [REDACTED]

2. It is essential that the entire Polygraph Division, when permanently situated, be in one location. Since more than doubling the space at the present location does not appear to be feasible, it is assumed that a new permanent location will be required. Split locations for the Polygraph Division will, if necessary, be acceptable on a temporary basis. [REDACTED]

3. The following factors must be considered in the site selection:

--WARNING NOTICE--
INTELLIGENCE SOURCES
OR METHODS INVOLVED

OS 5-2194

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° For the processing of applicants, a location near the applicant processing units of the Office of Personnel and the Office of Medical Services, is highly desirable.

° The Polygraph Division must continue to function during the transition at an increasing level of activity.

4. Options appear to be:

° 20,000 to 25,000 square feet in present Headquarters Building.

° 20,000 to 25,000 square feet in the new Headquarters Building. With this option, temporary additional space will be needed prior to completion of the new building. A split of the Polygraph Division will be considered only on a temporary basis. Ideally, the temporary location should be in an existing Agency building.

5. Your assistance in solving this critical need is requested. [redacted] Policy and Plans Group, [redacted] may be contacted for specific information. [redacted]

SIGNED

!OS/P&M/PPG [redacted] (27 Aug 85)!:
!Retyped 3 Sep 85):

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